

[Insert Community Name]

## Open Space Workshop

[Insert Date]

[Insert Location]

[Insert Time]

### Facilitation Guide

☐ **Welcome participants.** Thank them for their willingness to share their ideas and commit their time.

☐ **Introduce open space workgroup**

- Introduce each member
- Explain how the workgroup represents various interests within the community
- Explain the workgroup's leadership role
- Explain the workgroup's coordination responsibility

☐ **Introduce speaker(s) and guest(s).** If planned, allow them to say a few words.

**Explain the participants' objective.** (Display the workshop's objective on either a chalkboard or easel and pad where the whole group meets.) The objective of the workshop is: Identify and document potential uses of the newly acquired open space, taking into account the buyout area, adjacent areas, existing and proposed facilities and programs within the community, and local regulations and policies.

Also, explain that you will:

- Divide participants into smaller working groups
- Assign each group its own workspace
- Provide materials the groups need

☐ **Explain schedule.** Indicate that the community wants to go forth only with open space ideas that reflect a consensus. Consequently, you will hold as many public meetings as necessary to help ensure the open space is used as the community's citizens want it to be used. Also, explain that anyone may attend any meeting, regardless of attendance at past meetings.

## Tool IV-5, Facilitation Guide

☐ **Establish protocol.** Explain the acceptable rules of conduct.

☐ **Divide participants into groups**

- Assign approximately the same number of participants to each group
- Ensure each group reflects balance and diversity with regard to personality, culture, education, background, profession, etc.
- Avoid assigning neighbors, friends, business associates, etc. to the same group to the extent possible

☐ **Distribute and explain workshop materials**

- Give each participant a copy of the framework. Explain that the framework offers profiles of the buyout area and community, which create the context for ideas.
- Give each group a base map. Instruct groups to consider where their ideas for specific open space facilities and programs best “fit” into the buyout area. For example, fishing and canoeing areas obviously belong at the water’s edge. If possible, provide overlays that allow groups to sketch their ideas for locating facilities and programs on the base map.

Using the framework and base map while formulating ideas, ask groups to consider:

1. Safety, e.g., avoiding placing children’s activities where children can easily wander too close to water or traffic; or, attracting wildlife to populous areas if either the people, property, or wildlife might be threatened
2. Populations in adjacent areas, and their right to the peaceful enjoyment of their properties, e.g., avoiding placing playgrounds and athletic fields where neighbors might be bothered by noise
3. How best to integrate the buyout area with adjacent areas, e.g., planting trees between the buyout and adjacent areas to create a buffer
4. Possibilities of integrating buyout area with other facilities or programs, e.g., creating a greenway with a trail linking the buyout area to a state park
5. Possibilities of integrating buyout area with the community, e.g., creating a greenway with a trail linking a residential area to a business district as an alternative means of commuting
6. Possible amenities, e.g., providing drinking fountains, restrooms, and lighting
7. Possible restrictions, e.g., prohibiting pets or bicycles on trails
8. Access within the area to persons with disabilities, e.g., establishing a wheelchair-accessible trail or portion of a trail, constructing handrails along a trail or portion of a trail

9. Access to and around the buyout area, e.g., closing streets to vehicular traffic that are no longer necessary throughways

10. Where and to what extent native vegetation should be restored

- Give each participant a pad and pen to take notes, record their group's progress, document individual as well as group ideas, etc.
- Give each group easels, pads, and markers to record group consensus, make sketches, etc.



**Explain what is and is not allowed on open space**

- Only structures opened on all sides (e.g., picnic shelters, kiosks, refreshment stands, etc.) and public restrooms are allowed
- Anything that alters the area's natural appearance, impedes the area's ability to convey flood flows, reduces the area's capacity to store floodwaters, increases downstream velocities, and restricts access into and out of the area, etc. is not allowed (Be prepared to explain and provide examples.)



**Assign workspaces.** Assign each workgroup its own workspace and ensure each member of the group knows where his or her workspace is.



**Get to work.** Instruct groups to go to their workspaces. Allow groups approximately two hours to capture their ideas. (Use discretion to decrease or increase that time depending on overall group productivity, efficiency, enthusiasm, energy level, etc.)



**Circulate among groups**

- Answer questions, clarify instructions, and provide guidance, etc., as requested
- Diffuse tense situations within groups, as necessary
- Promote balance among personalities within groups, as necessary (e. g., draw out shy members, calm aggressive members, and direct attention away from overbearing members)
- Instruct groups to be more specific, detailed, etc., as necessary



**Reassemble whole group**

- Congratulate participants on a job well done
- Thank participants for their hard work
- Remind participants to look for notices of future meetings
- Encourage participants to attend future meetings

## Tool IV-5, Facilitation Guide

- ☐ **Question and answer period/open discussion.** Answer any questions participants might have, and facilitate an open discussion if participants want one.
- ☐ **Conclude meeting**